

**LEWIS AND CLARK COUNTY
MENTAL HEALTH LOCAL ADVISORY COUNCIL
BYLAWS**

Article I: Name

The name of this council is the Lewis and Clark County Mental Health Local Advisory Council, referred to as the LAC in the following Bylaws.

Article II: Authority

The LAC was created in 2011 in response to Resolution 2011-174 of the Lewis and Clark County Commission. The LAC is an advisory council to the Board of County Commissioners. Lewis and Clark County mental health providers, consumers, and family members of consumers agree to work together to accomplish the goals and objectives of the LAC, as set forth below.

Article III: Purpose

Section A. Mission

The purpose of the LAC is to assist in the improvement of Lewis and Clark County public mental health services and to review and make recommendations about Lewis and Clark County's public mental health services to the Lewis and Clark County Commissioners, as well as provide input and recommendations to the State of Montana's Mental Health Oversight Advisory Council (MHOAC) and the State of Montana's State Administering Agencies (SAA) serving the community.

Section B. Guiding Principles

Specific objectives of the LAC include the following:

- Examine gaps in child and adult services and recommend solutions when gaps are identified.
- Identify potential additions to services within Lewis and Clark County for recommendation to the County Commissioners.
- When identified, analyze and discuss local problems experienced by Lewis and Clark County service providers, advocacy groups, public officials and the general public.
- Facilitate accurate and timely communications between the LAC and MHOAC and the regional SAA.
- Assess the effectiveness of Lewis and Clark County mental health services and suggest ways of making services more effective.
- When identified, serve as a catalyst and facilitator in solving Lewis and Clark County mental health service problems.
- Recommend strategies for organization and coordination of mental health services in Lewis and Clark County, when identified.
- Work with mental health providers to provide education to the Lewis and Clark County public on mental health issues.

Article IV: Membership

Section A. Regular Members and Terms

The Lewis and Clark County Commission will appoint no more than twenty-four (24) members on the LAC. The LAC membership will include consumers and/or family members of consumers to equal 50% of membership. These members will serve a term of two years renewable for up to three terms; terms beginning July 1 of each year.

Section B. Membership by Position and Terms

The following is a list of LAC members who are members due to the positions they hold:

- 1 County Commissioner or their designee
- 1 City Commissioner or their designee
- 1 provider of adult mental health services
- 1 provider of child mental health services
- 1 representative from Criminal Justice legal staff (Public Defender, County Attorney, City Attorney)
- 1 representative from St. Peters Hospital
- 3 representatives from Lewis and Clark County Schools
- 1 representative from PureView Health Center
- 1 representative from Lewis and Clark County Public Health
- 1 representative from Law Enforcement

Terms for the two positions held by elected officials are for one year and shall be reviewed for appointment annually by the respective Commission.

Section C. Designees

Council members may designate a consistent alternate individual within their agency or department to represent them either permanently or temporarily at LAC meetings. Temporary designees shall not have a vote.

Section D. Advocates

Advocates, people who publicly support a particular cause or policy, may be included as determined by the LAC to provide comment, suggestions and recommendations. Advocates may serve at the pleasure of the LAC on advisory groups or sub committees of the LAC. Advocates may not vote, unless declared an official LAC member.

Section E. Termination

Membership on the LAC may be terminated by a member's resignation or by resolution of the LAC after any member has missed more than three (3) consecutive meetings without good reason or by two-thirds vote of the LAC whenever, in its judgement, the best interest of the Council will be served. The Chair will contact any member who has missed three (3) consecutive meetings without good reason. The Lewis and Clark County Commission will appoint new members to serve for the un-expired terms of those who resign or are removed.

Section F. Conflict of Interest

Members of the LAC shall recuse themselves when they have a conflict of interest, including, but not limited to a direct financial stake in the outcome of a decision.

Article V: Meetings

Section A. Regular Meetings

The LAC shall meet no less than once a month, at a place and time specified by the Chair, and with adequate public notice. All meetings are open to the public and an opportunity for public comment will be provided at each meeting.

Section B. Quorum

Regular Meetings shall convene when the Chair determines a quorum is present. A quorum shall consist of at least 50% of voting members of the LAC. Any action taken by the LAC may only

be completed when a quorum is present and when approved by a simple majority of the quorum. Members must be present to vote.

Section C. Staff Support

Lewis and Clark County Criminal Justice Services Department will provide staff support to the LAC; and will prepare minutes of the meetings. All minutes will be kept by the Lewis and Clark County Criminal Justice Services Department.

Article VII: Amendments to the Bylaws

LAC members will review the Bylaws a minimum each July, and submit proposed amendments for action at the regular August meeting. An amendment to the Bylaws is made by two-thirds of the Council. Any action will become effective immediately following confirmation by the County Commission.

Article VIII: Compensation

Members shall not be reimbursed by the LAC for mileage or expenses and the LAC shall not grant a per diem or salary to members for conducting the work of the LAC.

Article XI: Committee Structure

Section A. Officers

The LAC shall have three officer positions: Chair, Vice Chair, and Past Chair.

A Vice Chair will be elected by a majority of the members to serve a one-year term. Election of this position will take place every year at the regular August Meeting. Following a term of one year as Vice Chair, the Vice Chair shall succeed to the office of Chair. The Chair shall serve for a term of one year. Following a one-year term as Chair, the Chair shall serve a one-year term as the Past Chair.

The Chair will preside over all meetings. The Vice Chair shall perform the duties of the Chair in case of absence or disability.

Section B. Steering Committee

The Steering Committee shall consist of the Chair, Vice Chair, and Past Chair as well as any other members or nonmembers appointed by the Chair. The Steering Committee will:

- Set the agenda for each regular meeting;
- Serve as the nominating and membership committee, pursuant to Article IV, Section A of these Bylaws;
- Oversee progress made by any existing subcommittees; and
- Promote LAC collaboration with other Mental Health initiatives in Lewis and Clark County.

Section C. Subcommittees

To expedite business, the Chair may appoint subcommittees with the majority vote or consensus of the members.